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ABSTRACT

A four-week institute on law librarianship provided 35 librarians with the opportunity to study the specialized skills and knowledge requirements of law librarianship and to learn to solve the organizational and administrative problems law librarians face. A combination of lectures and field trips exposed the participants to the following topics: 1) cataloging and classification; 2) acquisitions; 3) the administration of law libraries; 4) legal research; 5) legal education and the law library; 6) automation and computer applications in the law library; and 7) equipment and supplies. Evaluation indicated that the major objectives were attained and that the institute profited from the mix of theoretical concepts and practical applications provided by a team of faculty members drawn from different institutions. It was also learned that the heterogeneity of the students made teaching difficult; it was concluded that future institutes would be more effective if they dealt more intensively with the substantive issues of law librarianship and less with automation and computerization. (PE)

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NARRATIVE EVALUATION REPORT
ON THE INSTITUTE FOR: LAW LIBRARIANSHIP

AT: UNIVERSITY OF CALIFORNIA,

BERKELEY, CALIFORNIA 94720

DATES: July 8, 1968 - August 2, 1968

SUBMITTED BY: DAN F. HENKE

Phone: (415) 642-2265

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IR 000 501

II. INTRODUCTION

The Summer Institute in Law Librarianship held at the University of California, Berkeley, from July 8 - August 2, 1968, through the co-operation of UC's Letters and Science Extension, the School of Librarianship, the School of Law and the Division of Library Services, U.S. Office of Education, was authorized by the Higher Education Act of 1965, Title II-B, and provided intensive training for 35 librarians with professional library degrees or library school students with 15 hours' credit in library science courses and an interest in law librarianship.

The full-time faculty included:

Marian Gould Gallagher, Professor of Law and Law Librarian, University of Washington. Mrs. Gallagher is principal instructor in the University of Washington's unique degree program in law librarianship and is a member of the National Library Commission.

Objectives of Law Librarianship--Legislative Programs and the Work of the National Library Commission

J. Myron Jacobstein, Professor of Law and Law Librarian, Stanford University. Professor Jacobstein is Chairman of the Committee on Education of the American Association of Law Libraries.

Acquisitions Role in Law Libraries--Materials and Management

Carleton Kenyon, California State Law Librarian. Mr. Kenyon served as Special Advisor to the Library of Congress in the formulation of the Class K classification scheme for law.

Legal Classification and Cataloging

Julius J. Marke, Professor of Law and Law Librarian, New York University. Professor Marke is the author of numerous books and articles and has been prominent in the copyright law revision movement.

Effective Teaching Methods for the Use of Legal Research Tools by Staff and Patrons

Mortimer D. Schwartz, Professor of Law and Law Librarian, University of California, Davis. Professor Schwartz is a member of the Executive Board of the American Association of Law Libraries.

Law Library Administration

Grateful acknowledgement is expressed to:

Dean Raynard C. Swank, for planning and implementation of the Institute.

Dean Edward C. Halbach, Jr., for making available personnel and physical facilities for the Institute.

Henry C. Waring, Ann Rutan and Kenna Howell of University Extension for fiscal management and administrative operations.

Law-library staffs at Berkeley, Davis, and Stanford, and all visited libraries.

The participants, lecturers, and faculty for their attentiveness and teaching.

Miss Judy Schalk, prospective pediatrician, for handling myriad detail with a smile.

Dan F. Henke,
Director

1) Relations with the U.S. Office of Education

From the time our personnel became aware of the possibility of sponsoring an Institute under Title II-B of the Education Act of 1965 to the completion of the Institute, all of our contacts with Library Services Division employees in the U.S. Office of Education revealed a sincere desire on their part to aid us in every possible way.

In formulation of the proposal, the plan of operation and its execution, Messrs. Price, Janaske, Vogelstrom and their associates, made suggestions which proved of great value in conducting the Institute.

Fiscal negotiations were carried on between H.C. Waring, University of California Extension Grants and Contracts Officer and USOE personnel.

The Director and faculty were able to accomplish the objectives of the Institute without encountering administrative obstruction in any office of the university or federal government.

2) Relations with the University of California Administration

Exceptional cooperation was received by the Director from University Extension personnel, particularly Warren Schoonover, Business and Financial Officer, University-Wide, Henry C. Waring, Grants and Contracts Officer, Mrs. Ann Rutan and Miss Kenna Howell, Letters and Science Extension.

Mr. Waring was of great assistance in formulating the budget and proved especially able in reconciling any conflicts that arose as a result of varying federal and university administrative regulations. His positive attitude enabled us to finance proposed salaries and administrative operations.

Mrs. Ann Rutan provided planning assistance for advance publicity and administrative operations.

Miss Kenna Howell's experience in rendering administrative assistance to various other institutes eased our task in carrying out such operations as participant selection, faculty travel, and provision of class materials.

Dean Raynard C. Swank of the School of Librarianship provided the incentive for the Institute and was helpful in planning it.

Dean Edward C. Halbach, Jr., cooperated by making law-school personnel and physical facilities available for operation of the Institute.

University Residence Halls provided suitable rooms and board for participants at reasonable prices. This made possible the participation of relatively low-paid librarian participants.

3) Pre-Institute Preparation - Problems and Solutions

a) One of the most difficult problems encountered in the life of the Institute was its launching.

The time allowed for preparation of the proposal was extremely limited as the instructions for its preparation were not received long before the deadline for submitting it to Washington.

Given one's involvement in regular university activities, the size of the University's vast administrative structure and the necessity for clearance of the proposal by various university offices, it would be our suggestion that substantially more time be provided to applicants for the preparation of their proposals. Ours, unfortunately, was very hurriedly proposed and hazardously cleared.

b) It will probably always be difficult, recognizing federal fiscal complications, to give sufficient certainty to a Director attempting to recruit an Institute faculty, but the sooner he is able to count definitely his funds, the better the faculties recruited are apt to be.

Perhaps we had more definite assurance of funds than we believed, but our university fiscal officers would not allow us to spend beyond the initial allotment in June when we were attempting to gather necessary class materials to have them on hand when the Institute began on July 8. One shipment ordered on June 15 did not arrive until July 25 after the scheduled subject was completed. (This is a not uncommon problem for Pacific Coast institutions dependent upon long freight hauls from the East). Definite allotment of funds at as early a date as possible would be helpful.

c) A timetable for Directors might be helpful to all parties concerned.

Mail addressed to the Director should be sent to his regular office address and an item for this information included on the front page of the proposal. All mail addressed to the Director was rerouted within the University and as a result received later than would normally be expected. The size of the institution, of course, has much to do with this problem.

d) Because of our University Extension Department's experience in handling Institutes we were able to publish promptly an attractive

publicity brochure which was distributed to all law libraries, all librarianship faculties and to members of the Special Libraries Association. Payment was made for the use of the appropriate mailing lists.

e) The faculty committee selected participants after screening of unqualified applicants by the Director. Where qualifications were otherwise equal we attempted to provide members of minority groups with an opportunity for the intensive training offered. The composition of the group was national in character with all regions represented. We had three Black Americans, three immigrant Cubans, two Chinese and one Japanese in addition to a variety of Caucasion participants. One applicant who had been accepted failed to report or advise us he was not coming. Upon checking with his employer we found he had been dismissed and thereupon we selected an alternate.

Perhaps a pamphlet prepared by the Office of Education advising people of how extremely inconsiderate it is to accept an invitation and then fail to report or adivse the sponsoring institution would be helpful to future directors.

4) Orientation

Participants selected were advised of possibilities as to living accomodations, given information on transportation, and provided with an advance reading assignment for background purposes.

At the first session we attempted to provide them with physical orientation as to the facilities involved. Also, the aims and objectives of the Institute were emphasized.

Following conclusion of the first day's class activities a reception for faculty and participants was held in the Robbins Lounge.

At midweek a social session was held and conviviality encouraged.

5) Physical Facilities

Because of scheduled construction operations over which the administration of the Institute had no control physical facilities were adequate though not exceptional.

Classes were held in Mannville Hall and coffee breaks taken at the International House.

All participants had access to library and recreational facilities on our Campus.

By most standards the physical facilities would be classed as satisfactory. Classrooms and projection facilities were at our disposal.

Students took advantage of the free access to the School of Law Library and examined its features and contents in detail.

6) Demonstration Classes on Field Trips

Demonstrations during field trips proved effective in providing participants with a view of actual conditions. Trips undertaken were:

I. a) July 10, 1968 - Marin County Library, Marin County Civic Center, Observation of North Bay Library Cooperative Network facilities, modern library construction and facilities in the Frank Lloyd Wright designed complex; visit to Napa County Court House and Law Library.

b) July 17, 1968 - Stanford University, Undergraduate Library, Automation facilities, School of Law, Hoover Institution. Computer demonstration and slide presentation re plans for projected Stanford School of Law Library.

c) July 24, 1968 - University of California, Davis. Television demonstration on teaching of legal research; lectures on computerized serials operations, computerized acquisitions program in library.

d) July 31, 1968 - San Francisco Civic Center. San Francisco Public Library - North Bay Cooperative Transmitting facilities; Hastings College of Law building plans; Law Libraries of California Attorney General, U.S. District Court, City and County of San Francisco.

e) August 1, 1968 - School of Law Library, University of California, Berkeley.

II. a) Cataloging and Classification

Exercises in classification by Los Angeles County Law Library Class-K and Library of Congress KF for practical application and comparative value. Exercises in cataloging entries and headings under the Anglo-American Cataloging Code for purposes of use, changes, and policies on adoption.

b) Acquisitions

A problem was given illustrating the three basic factors covered in the classroom: book selection policies; sources for legal acquisitions; and organization and processing material after receipt. A demonstration was also given of the application of the computer through remote terminals for the center and of the ordering procedures.

c) Law Library Administration

Participants were assigned topics on which they were to do research, study and problem solving, after which they were to present the results of their efforts in the form of a report to the class. Topics involved the day to day types of law library problems typically encountered in law library administration, e.g. framing an acquisitions policy; establishing guidelines for vacation, time off from work; attendance at professional meetings; dealing with library committees; establishing circulation policies; library statistics, etc.

d) Legal Research

The purpose of the lectures, commentaries, and audio-visual programs on legal research was to introduce the students to the intricacies of legal materials and how to use them in legal analysis and research. Stressed were the sources of Anglo-American law - (viz. common law, legislation and administrative law) - the concept of legal authority (Primary and Secondary - Mandatory and Permissive) and how lawyers apply these concepts in the analysis of concrete problems. Students were also introduced to methods of research lawyers use such as the fact method or descriptive word method, the topic method and the case method. The significance of making research current and the sequence thereof was brought to the students' attention as well.

By the use of audio-visual materials (tapes and illustrations) each student was taken through the various steps required to solve an actual

legal problem involving case law, statutory law and secondary legal materials.

The role of legal reference in a law library, its scope and limitations was considered in detail.

7) Participant Communication with Director and Staff

Communication between participants and staff was encouraged by the Director and faculty members in class and at social affairs.

The opening reception provided an opportunity for social contacts. Another social event two days later increased conviviality. A California Cook-out at the home of the Director and a closing reception completed the social schedule.

Contacts on a professional basis were encouraged by the assignment of problems to participants and evaluation of the results by faculty members. A great deal of personnel information concerning jobs and salaries was provided to the participants by members of the faculty at the last session when an interesting dialog developed.

Some of the faculty resided in the same dormitory as the participants, thereby affording opportunities for informal consultations and exchanges. Faculty living outside of the dormitory dined regularly with the participants.

Many students sought out faculty members for advice and consultation on various law-library problems.

Direct quotations from participants appear in Appendix B, Student Reaction Questionnaire.

8) Full-time vs. Part-time Staff

The full-time staff did a splendid job and lived up to expectations. The written materials prepared especially for the Institute provided the participants with excellent guides for improving law-library operations at their home base. The availability of faculty throughout the period of the Institute provided participants with abundant opportunity for consultation concerning specific problems.

9) Regular Faculty of home institution vs. Visiting Faculty

Both home and foreign faculty lecturers did well. A mix of the two should be beneficial to both as new ideas inevitably arise in discussions on various methods of completing a given task.

10) Lecturers and their subjects follow:

Legal Education and the Law Library

Frank C. Newman, Professor of Law, University of California, Berkeley, spoke on problems encountered in constitutional, statutory, and administrative law, the legal information explosion and problems in use of materials.

Albert C. Pickerell, Professor of Journalism and Chairman, Department of Journalism, discussed the problems of fair criminal trials and a free press, access to government information, and censorship.

Rex A. Collings Jr., Professor of Law, University of California, Berkeley, discussed statutory revision.

William B. Stern, Foreign Law Librarian, Los Angeles County, California, discussed basic tools for research in foreign law, their availability and organization.

Thomas H. Reynolds, Foreign Law Librarian, School of Law Library, University of California, Berkeley, discussed basic tools for research in international law.

James Williams, Television Office, University of California, Davis, demonstrated television techniques in teaching legal research with TV tapes.

Glen Collihur and Sue Roberts, Pacific Telephone Company, Sacramento, California, demonstrated multi-media teaching procedures with slides and tape recorder.

Howard Sugarman, Assistant Law Librarian, Stanford University, presented a valuable compilation concerning acquisitions sources for law libraries.

Law Library Administration

Raynard C. Swank, Dean, School of Librarianship, University of California, Berkeley, spoke on library networks.

Forrest S. Drummond, Director, Los Angeles County Law Library, spoke on County law library systems.

Jacqueline Bartells, Assistant Law Librarian, University of California, Berkeley, spoke on law-library financing.

Meda Lou Padden, Administrative Analyst, School of Law Library, University of California, Davis, spoke on budget justification and expenditures.

Blair Bowen, A.I.D., Interior Designer, presented a demonstration on planning library aesthetics.

Automation and Computer Application in Law Libraries

Allen Veaner, Assistant Director for Automation, Stanford University Libraries, discussed automation possibilities in acquisitions.

Melvin C. Maron, Associate Director of the Institute of Library Research, Berkeley, lectured on computerized library operations.

Ralph Shoffner, Head, Operations Task Force, Institute of Library Research, University of California, Berkeley, presented a computerized demonstration on information retrieved.

Allan J. Humphrey, Specialist, Institute of Library Research, Berkeley, lectured on computer hardware.

Will Schieber, Specialist, Institute of Library Research, Berkeley, presented a demonstration of computer facilities.

Gerald Newton, Systems and Automation Specialist, Library, University of California, Davis, Lectured on computerized serials operations.

Leonard Alan Smith, Programmer, University of California, Davis, discussed problems encountered in attempting to apply the computer to law-library operations.

George Kondos, Lockheed Corporation, Sunnyvale, California, discussed legal information retrieval (Dialog).

Equipment and Supplies

Mr. Herbert Robards, Gaylord's, demonstrated book labeling and circulation machinery.

Mr. Carter Coleman, University Microfilms, displayed equipment and lectured on the availability of various data in microform.

Judging by the attentiveness of the participants and the discussion generated it is our impression that the lecturers were well prepared and generally presented their materials with impact in a colorful manner.

11) To our knowledge, this was the first Title II-B Institute ever given for law librarians. This in itself is unique as law libraries here found it difficult to qualify in most federal aid programs for libraries.

Further comments are available in Question 2, Student Reaction Questionnaire, Appendix B.

12) Use of "New Materials"

A variety of presentations utilized audio-visual techniques in teaching.

The demonstrations of teaching legal research at the University of California, Davis, utilized videotape.

The Shepards Citations film strip and record and exhibit-case set showed students how to use citations.

Programmed instruction on programmed instruction showed students how Pacific Telephone utilizes this audio-visual tool in teaching employees the multi-media approach.

Professor Jacobstein utilized an automatic slide projector in explaining building features of the projected Stanford Law Library.

Terminals at Stanford and the Institute of Library Research at Berkeley were used by the participants in information retrieval attempts.

Professor Marke utilized a taped lecture with visual exhibits in teaching students how to find a case or statute in point.

Teletype facilities between Marin County Library and San Francisco Public Library were seen at both ends.

Bruce Beatty Demonstrated the Audiscan synchronized film-strip and sound-tape cartridge.

In all of these demonstrations the applicability of this new technology to library routine and processes was stressed.

13) Significant effect of Institute upon Participants

For reactions of the students see Student Reaction Questionnaire, Appendix B.

The exposure of the participants to professional law-library concepts, organization and processes not only suggested new approaches to law librarianship but also gave them new insights into their own professional role. Pre-conceived notions of the mystique of law librarianship were clarified and explained.

14) What enrollees say they will do differently as a result of the Institute

Please see Student Reaction Questionnaire, Question 4, Appendix B.

15) Follow - Up

Participants were provided with a complete list of fellow participants and faculty members in order that they may be able to make contacts for solution of problems raised during the course of the Institute.

Dean Raynard C. Swank of the School of Librarianship, University of California, Berkeley, after observing and participating in the Institute concluded that another Institute of a similar nature would be highly desirable and suggested it to the Director.

The faculty offered its help to participants in placement, and many participants indicated their desire and interest in taking advantage of this service.

After the Institute was completed, the entire faculty, in a series of conferences, discussed and evaluated their efforts and the student reaction.

The Pacific Northwest Law Library Conference was programmed during the Institute and met in Seattle, Washington, August 10.

16) Major Strengths of the Institute

Please see Student Reaction Questionnaire, Question 5, Appendix B.

a) A good mix of theoretical concepts and practical applications.

b) Teamwork among the faculty.

c) Variety of faculty reaction to given problems.

d) Knowledge imparted by experts in their respective fields.

e) Organization of the Institute.

17) Major Weaknesses

a) The reluctance of the students, at first, to articulate their own opinions, to solicit other opinions and generally to ask questions. (This imposed an additional burden on the faculty to provide the background and critical evaluation of the concepts being considered).

b) The lack of homogeneity, which produced difficulties in establishing the level of a presentation. (On the other hand there was an advantage in having people attracted to law librarianship from other fields).

c) Lack of concentration, in depth, on subjects in related areas such as legal research and materials, administration and organization.

d) Lectures presented by the computer specialists were interesting and realistic. It was disconcerting, however, to have the computers "bomb out" during the planned demonstrations. The impact of these experiences on the participants may give them a biased view

The Director would probably trim the time allotted to computers in any future institute he might plan. With computer time as expensive as it is test runs are usually impractical but computer demonstrations should be viewed in advance if at all possible.

The lectures detailed in the introduction were all of acceptable quality, some more interesting and colorful than others. In an Institute running as long as four weeks the most interesting lecturers and demonstrators should be sought.

Part-time lecturers expressed the need for background information on the qualification of the participants.

Through the presentations of special lecturers participants became aware of the outlooks of library patrons, law professors, journalists, statutory revisers and others in the law world.

18) Major Problems

One of the problems presented was how to cover effectively all of the subjects that the various faculty members and lecturers wished to present.

As before stated, this Director is of the opinion that the participants received an overdose of automation and computers. If replanned, more time would be devoted to the substance of law librarianship, i.e., legal reference, research, cataloging, administration, and law-library programs.

Visiting lecturers provide an effective change from regular faculty presentations. However, no demonstration, even one utilizing computers, should be scheduled before it is approved by a faculty committee.

How to overcome the feeling among some of the students and faculty that there was overemphasis on academic law librarianship was another problem. The faculty, however, did stress that there was a core of library principles applicable to all phases of law librarianship and that many of them applied to non-law libraries as well.

19) Changes if there were another institute

a) The main purposes of this Institute were to develop:

1. Knowledge of the specialized requirements of law librarianship.
2. An understanding of the law library's place in the library world.
3. Knowledge and skills concerned with the newer educational media and their integration with printed materials into a unified instructional materials program for legal research.
4. An awareness of the law librarian's leadership role in acquiring financial resources through foundation aid or government programs.
5. An ability to solve the problems of organization and administration in an expanded program of law-library services that reflects the training received in the Institute.

Specific areas of law librarianship which need improvement are: (1) understanding of law-school curriculum changes which make necessary a knowledge of basic sources for comparative, foreign, and international law; (2) introduction to new methods of law-library organization, e.g., Library of Congress Class K classification scheme; (3) in-service education programs in the use of legal research materials; (4) basic information on the use of audio-visual materials in teaching about legal-research tools; (5) knowledge for planning federal-aid programs in law librarian-

It is the belief of the Faculty and Director that we succeded in achieving these objectives. We would make no changes under similar time and conditions factors.

b) No opinion.

c) Dates would not be changed.

d) Optimum number of weeks: 4.

e) Participants:

1. Optimum number: 25.

2. Background and potential of applicant should be stressed over affiliation.

f) Cut classroom time in favor of practical work exercises in consultation with and under direction of the faculty.

g) Emphasize substantive content through use of audio-visual devices.

h) Ratio of staff to participants about right. Would reduce each proportionately.

i) Budget acceptable. If more time were available the faculty would have developed more sophisticated audio-visual presentations.

20) Summer Institute in Law Librarianship has no potential impact on regular academic year program.

21) The Institute offered under Title II-B, Education Act of 1965, was the first on the subject of law librarianship. Hopefully, additional institutes on the subject will be sponsored in various parts of the country. It is the belief of the faculty and Director

that the exposure afforded by various law library specialists to problems and solutions encountered in this special field provided the younger participants with knowledge that would otherwise take years of experience to acquire. The Institute was geared toward scope rather than depth of knowledge or perfection of specific skills.

APPENDIX A

SUMMER INSTITUTE
IN
LAW LIBRARIANSHIP

UNIVERSITY OF CALIFORNIA,
BERKELEY

July 8-August 2, 1968

E	HOME LIBRARY	EMPLOYMENT PHONE NO.	HOME ADDRESS
s. Helen S. Alexander	School of Law Library UCLA Los Angeles, Ca. 90024	Area Code 213 Phone 478-9711 Ext. 2791	19911 Valley View Topanga, Ca. 90290
borah D. Barrett	Institute of Library Research University of California Berkeley, Ca. 94720	Area Code 415 Phone 642-5802 Ext. 25802	1507-A Arch St. Berkeley, Ca. 94708
n P. Blum	New Mexico Supreme Court Law Library P.O. Drawer L Santa Fe, New Mexico 87501	Area Code 505 Phone 827-2515	115 Camino Escondido Santa Fe, New Mexico 87501
s. Marilyn Anne Bolstad	Davis School Of Law Library University of California Davis, Ca. 95616	Area Code 916 Phone 752-1982	522 K St., Apt. A Davis, Ca. 95616
s. Jane E. Braucher	Army Library, Pentagon Washington, D.C.	Area Code 202 Phone OX 5-6786	2532 Q St., N.W. Wash., D.C. 20007

NAME	HOME LIBRARY	EMPLOYMENT PHONE NO.	HOME ADDRESS
Mrs. Mary Jean Brenneman	Alameda County Law Library Court House Oakland, Ca. 94612	Area Code 415 Phone 832-8667	85 Estabrook St., Apt. 31 San Leandro, Ca. 94577
David R. Bryant	Cook County Law Library 2900 Civic Center Chicago, Illinois 60602	Area Code 312 Phone 321-5424	245 Elmwood Evanston, Illinois 60202
Beulah L. Bullard	Supreme Court of the U.S. Library Washington, D.C. 20543	Area Code 202 Phone 393-1640	1445 Ogden St., N.W. Apt. 319 Wash., D.C. 20010
Mary M. Coady	Ambler Jr. High School Tennis Ave. Ambler, Penn.	Area Code 215 Phone Ch 8-4955 (home phone)	225 E. Meade St. Philadelphia, Penn. 1911
Mrs. Mildren S. Coley	Alabama Supreme Court Library Judicial Building Montgomery, Ala. 36104	Area Code 205 Phone 265-2341 Ext. 2596 or 2597	2033 St. Charles Ave. Montgomery, Ala. 36107
Jose D. Coutin	Cornell Law Library Myron Taylor Hall Ithaca, N.Y. 14850	Area Code 607 Phone 275-3982	107 Salem Dr. Ithaca, New York 14850
Adorjan I. de Galffy	San Jose State College Library 250 South Fourth St. San Jose, California 95114	Area Code 408 Phone 294-6414	677 Fremont St., Apt. D Menlo Park, Ca. 94025

NAME	HOME LIBRARY	EMPLOYMENT PHONE NO.	HOME ADDRESS
Marjorie G. Eich	New Jersey State Law Library 185 West State St. Trenton, N.J. 08625	Area Code 609 Phone 292-6230	41 Spring St. Princeton, N.J. 08540
William Allan Fisher	Clark County Public Schools Las Vegas, Nevada (Western Sr. High School)	Area Code 702 Phone 870-6911 Ext. 31	6408 Penrose Lane Las Vegas, Nevada 89107
Nathan Freedman	Library Ass'n. of the Baltimore Bar 618 Court House Baltimore, Maryland 21202	Area Code 301 Phone 727-5413	8 Charles Plaza, Apt. 607 Baltimore, Md. 21202
Hiroko Fujii	Santa Clara County Law Library 191 North First St. San Jose, Ca.	Area Code 408 Phone 299-3567	c/o Mr. and Mrs. Mitchell 730 Chapman Dr. Campbell, Ca.
Michele Gabbay	Staten Island Community College Staten Island, New York 10301	Area Code 212 Phone 448-9000 Ext. 284	25 Minetta Lane New York, N.Y. 10012
Leone C. Glynn	N.S.W. Education Dep't. Sydney, Australia	Sydney 20516 Ext. 2156	After Sept. 1968: 9 Fern St. Pymble, N.S.W. Australia
Mrs. Silvia A. González	Davis School of Law Library University of California Davis, Ca. 95616	Area Code 916 Phone 752-1842	1412 Chestnut Pl. Davis, Ca. 95616

AME	HOME LIBRARY	EMPLOYMENT PHONE NO.	HOME ADDRESS
rgaret M. Heiser	School of Law Library University of California Berkeley, California 94720	Area Code 415 Phone 642-2265	2520 College Ave., Apt. 112 Berkeley, Ca. 94704
loyd L. Henderson	Cargill, Inc. Cargill Building Minneapolis, Minn. 55402	Area Code 612 Phone Gr 3-8811 Ext. 755	1706 Newton Ave. Minneapolis, Minn. 55411
onna L. Hill	Library Association of Portland Portland, Oregon	Area Code 503 Phone 252-0543 (home phone)	3619 NE 134th Portland, Oregon 97230
William M. Hilleary	George Washington University 720 20th St., N.W. Washington, D.C. 20006	Area Code 202 Phone 676-7339	4633 Ellicott St., N.W. Wash., D.C. 20016
tanley E. Horst	University of Iowa Iowa City, Iowa 52240	Area Code 319 Phone 353-3795	827 Rider St. Iowa City, Iowa 52240
alinda Johnson	Law Library Emory University Atlanta, Georgia 30322	Area Code 404 Phone 377-2400 Ext. 7613	Box 23065 Emory University Atlanta, Ga. 30322
essie L. Matthews	School of Law Library Rutgers University Camden, New Jersey 08102	Area Code 609 Phone 964-1766 Ext. 318	31 Westview St. Philadelphia, Pa. 19119

NAME	HOME LIBRARY	EMPLOYMENT PHONE NO.	HOME ADDRESS
Adrián Mesa	Tulane Law Library Tulane University 6823 St. Charles New Orleans, La.	Area Code 504 Phone 865-7711 Ext. 321	6320 Barrett St. New Orleans, La. 70118
Mrs. Loretta A. Norris	Department Library Dep't. Of Health, Education & Welfare 330 Independence Ave., S.W. Washington, D.C.	Area Code 202 Phone 963-3641	700 7th St., S.W. Apt. 127 Wash., D.C. 20024
Verlinda C. Rose	Lakeside Park Garden Center Library 666 Bellevue Ave. Oakland, Ca.	Area Code 415 Phone 832-9329	2745 Bancroft Way, #208 Berkeley, Ca. 94721
Mrs. Martha S. Simberloff	Museum of Comparative Zoology Library Harvard University Cambridge, Mass.	Area Code 617 Phone 868-7600 Ext. 2475	54 Harriet Ave. Belmont, Mass. 02178
Carol Anne Shine	Adelphi University South Avenue Garden City, New York 11530	Area Code 516 Phone 747-2200 Ext. 448	4 Flower Rd. Valley Stream, N.Y. 11581
George E. Skinner	School of Law University Of Missouri Columbia, Mo. 65201	Area Code 314 Phone 449-9108	504 Laurel Dr. COlumbia, Mo. 65201

NAME	HOME LIBRARY	EMPLOYMENT PHONE NO.	HOME ADDRESS
Mrs. Cossette Sun	St. Louis University Law School 3642 Lindell Blvd. St. Louis, Mo. 63108	Area Code 314 Phone Je 5-3300 Ext. 338	6609 Clemens Ave., #3E St. Louis, Mo. 63130
James J.C. Tsao	Law Library, College of Law Arizona State University Tempe, Arizona 85281	Area Code 602 Phone 961-6141	719 E. Orange St. Tempe, Arizona 85281
Sara J. Turley	School of Law Memphis State University Memphis, Tenn. 38111	Area Code 901 Phone 321-1426	487 N. Highland, #20 Memphis, Tenn. 38122

INSTITUTE FACULTY
ADRESSES AND TELEPHONE NUMBERS

Professor Marian G. Gallagher	School of Law Library University of Washington Seattle, Washingotn 98105	Area Code 206 Phone 543-4089
Professor Julius J. Marke	School of Law Library New York University 40 Washington Square S. New York, New York 10003	Area Code 212 Phone 598-1212
Professor J. Myron Jacobstein	School Of Law Library Stanford University Stanford, California 94305	Area Code 415 Phone Da 1-2300 Ext. 2740
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INSTITUTE FACULTY, CONTINUED

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SUMMER INSTITUTE

IN

LAW LIBRARIANSHIP

UNIVERSITY OF CALIFORNIA

BERKELEY

July 8 - August 2, 1968

APPENDIX C

LIST OF CLASS MATERIALS

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1. Institute Schedule
2. Bibliographical Organization Outline (Kenyon)
3. A Bibliography on Bibliographic Organization in Law Libraries (Kenyon)
4. Correlation Table for Anglo-American Cataloging Rules (1967) AAC to ALA Cataloging Rules (1949) ALA; References and Uniform Titles in AAC Code; and AALL recommendations (58 LLJ 3-39, 1955).
5. Law Cataloger - Classifier Tools and Aids (Kenyon)
6. Classification Exercise (Kenyon)
7. Cataloging - Classification Exercise (Kenyon)
8. The Catalog
9. Cataloging Exercise
10. Significant Dates in Library Organization - Libraries and Law Libraries
11. General Cataloging Questions
12. Outline of KF Federal Law (U.S.)
13. Cataloging Special Material in a Law Library (Kenyon)
14. California State Library - Law Library
15. Indexing of Legal Memoranda and Opinion Letters (Kenyon)
16. Case Law Research Problem (Marke)
17. Statute Law Research Problem (Marke)
18. Outline for Legal Research (Marke)
19. Legal Research Guide, University of Washington (Gallagher)
20. National Library Program Outline (Gallagher)
21. Current Index to Legal Periodicals (Gallagher)
22. Glossary and Bibliography - Library Data Processing and Systems Analysis (Newton)
23. Statistical Report of Library Serials Mechanization for California, Oregon and Washington (Newton)
24. Telefacsimile in Libraries: A report of an experiment in facsimile transmission and an analysis of implications for interlibrary loan systems (Schieber and Schoffner)
25. Dialog Legal Reference System (Kondos)
26. Foreign Law Sources and Tools (Stern)
27. Modern Multi- and Bilingual Legal Dictionaries (Stern)
28. Holdings in Mohammedan Law - Los Angeles County Law Library (Stern)
29. Los Angeles County Law Library - Description and Management Pamphlets (Drummond)
30. ERIC publications (USDHEW)
31. Library equipment and supply data from Bro-Dart, Demco, Gaylord's, University Microfilms.
32. Law Library manuals from Lawyers - Cooperative Publishing Co., Shepard's Citations, West Publishing Co., Rothman, H. W. Wilson.
33. Institute of Judicial Administration - descriptive booklet
34. Law-library Acquisitions Tools (Sugarman)
35. Library of Congress - K F Schedule

36. Library of Congress - K F Schedule Index
37. Los Angeles County Law Library Classification Scheme.
38. Anglo-American Cataloging Rules
39. Subject Headings for the Literature of Law and International Law
40. Metcalf, K. D. Planning academic and research library buildings, 1965.